

BENEFITS ARE SUBJECT TO CHANGE.
THESE ARE THE BENEFITS AS OF THE TIME OF PRINTING THIS PAGE.

LAFAYETTE CONSOLIDATED GOVERNMENT
MUNICIPAL EMPLOYEE BENEFITS

HEALTH / LIFE INSURANCE - *Benefits are paid in accordance with the specifications of the plan document. (Refer to LCG Group Health Benefit Plan Book for a Summary of Medical Benefits). A Life Insurance policy in an amount equal to twice the employee's annual salary to a Maximum of \$200,000.00 in coverage is provided at no cost to active employees. Coverage for Health and Life Insurance becomes effective following the employee's completion of a thirty-day waiting period from his or her date of employment.*

CAFETERIA PLAN – Allows an employee to arrange payroll deductions for payment of supplemental insurance premiums and financial services on a pre-tax basis.

RETIREMENT - All new employees (non Fire-Police) are members of the Municipal Employees Retirement System (MERS). (Employee 9.50% and Employer 18%)

DEFERRED COMPENSATION – Allows an employee to plan for retirement by contributing funds on a *pretax basis* each payday to one invest in mutual funds with varying interest rates or a fixed fund with a fixed interest rate. The funds invested grow tax deferred until retirement.

DROP – When you are eligible for retirement, you can choose to enroll in the Deferred Retirement Option Plan (DROP) for a period of 3 years. During that time, while you continue to work a monthly amount equal to your monthly retirement benefit is deposited into an account, which accumulates until your retirement. When you retire you receive the funds in the DROP account in addition to your monthly retirement benefit.

CREDIT UNION - LCG employees and family members are eligible to join the MAPLE FEDERAL CREDIT UNION, which offers a complete line of financial services, Checking, Savings and Loans at competitive market rates. No monthly service charges for checking accounts.

ANNUAL LEAVE - *Upon completion of six months of employment, employees begin earning Annual Leave at a rate of 8 hours per month for a total of 96 hours per year. At the end of the calendar year, accrued annual leave hours remaining will be carried over to the next year. However, the maximum number of annual leave hours that may be carried over is the current number of annual leave hours the employee is eligible to earn for that year. Any excess hours of annual leave will be transferred and added to the employee's sick leave hours.*

SICK LEAVE – *Full-time employees are credited with 8 hours of sick leave per month (96 hours annually). Sick leave may be used by employee for absences due to personal illness or injury, or for the employee's own medical appointment/ treatment. All accrued Sick Leave hours will be carried over to the next calendar year.*

FUNERAL LEAVE –

a. Five (5) consecutive calendar days for 40-hour per week employees and three (3) consecutive calendar days for 12-hour rotating shift workers:

- (1) Spouse of Employee
- (2) Child of Employee

BENEFITS ARE SUBJECT TO CHANGE.
THESE ARE THE BENEFITS AS OF THE TIME OF PRINTING THIS PAGE.

- (3) Step Child of Employee
- (4) Parent or Guardian of Employee
- (5) Step-Parent of Employee

b. Three (3) consecutive calendar days for 40-hour per week employees and two (2) consecutive calendar days for 12-hour rotating shift workers:

- (1) Grandparent of Employee
- (2) Grand Child/Step Grand Child of Employee
- (3) Brother or Sister of Employee
- (4) Employee's Mother-in-Law or Father-in-Law
- (5) Employee Spouse's Brother or Sister
- (6) Employee's Brother or Sister Spouse
- (7) Employee's Son-In -Law or Daughter-In-Law

CIVIL LEAVE - Civil leave is a paid leave of absence granted when an employee is summoned for service on Jury Duty, to testify as a witness in a court proceeding (not applicable if the employee is the Plaintiff or Defendant in the Court case), or when a state of emergency is declared by the City-Parish President's Office for Non-essential LCG employees.

MILITARY LEAVE - Fifteen days of paid Military Leave is granted to those employees in the Armed Forces Reserves or National Guard, with military orders, to complete Annual Training each year. Employees should try to arrange drill schedules around work schedules in coordination with supervisor and military personnel.

LEAVE WITHOUT PAY - Leave without pay is time off from work, due to an emergency situation, which is approved by your supervisor, when all accrued paid Sick and/or Annual Leave is exhausted. If more than five days of LWOP, is necessary, the Appointing Authority (Department Director) must authorize the leave.

HOLIDAYS - Employees receive ten and one -half days of paid holidays throughout the year. Twelve Hour shift workers must work the holiday to receive holiday allowance.

Note: City Council Ordinance declares Holidays each year, subject to calendar changes.

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Mardi Gras Day	Acadian Day
Good Friday	Christmas Eve (4 hours)
Memorial Day	Christmas Day
Independence Day	

BREAKS - Full-time employees are afforded the opportunity to take two 15 minute breaks in addition to a designated lunch breaks during their work shift. Dependent on departmental operations, your break and/or lunch period may be scheduled at a specific time by your supervisor. Note: The Fair Labor Standards Act (federal wage & hour laws) does not mandate employers to provide either rest breaks or lunch periods to employees.

WELLNESS SERVICES- Refer to information sheet from the Office of the City -Parish Nurse.